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| **Agency** | Australian Office, Taipei  |
| **Position number** | TP020 |
| **Title** | Senior Policy Research Officer |
| **Classification** | LE5 |
| **Section** | Economic and Policy Section |
| **Reports to (title)** | Manager, Economic and Policy Unit  |

**About the position**

The Senior Policy Research Officer reviews and analyses Taiwan’s political, economic and legislative news and information, and provides analytical reports or drafts cables as requested.

**The key responsibilities of the position include, but are not limited to:**

* Monitor, analyse and provide high-level advice on Taiwan’s political and economic affairs and international engagement
* Provide oral briefings, including in Mandarin, to staff on policy issues and local developments
* Provide daily monitoring of Chinese-language media, including of key developments, major policy announcements and media concerning Australia
* Represent and promote the interests of Australia at a range of forums, events and meetings and build effective networks
* Develop and maintain a database of prominent Australian alumni in Taiwan
* Develop speeches, op-eds and correspondence
* Provide translations between Chinese and English

**Qualifications/Experience**

* Fluency in English and native or near native written and spoken Mandarin
* Thorough understanding of Taiwan’s political, economic and global outlook
* Excellent research, analysis, communication and writing skills
* Good interpersonal skills
* Ability to show persistence when faced with pressure, pressing deadlines or challenges
* Ability to work in a cross-cultural environment.
* Commitment to working in a respectful and collegiate working environment

*Desirable*

* Interpretation skills or a willingness to develop these skills with training
* Advanced degree (ie Masters or PhD) in international relations, political science, economics, public administration or any other discipline in social sciences